

Pearson BTEC Level 3 Nationals Extended Diploma

Information Technology

Unit 14: IT Service Delivery

Part A

Sample assessment material for first teaching
September 2017

Paper Reference

20161K

You do not need any other materials.

Instructions

- **Part A** contains material for the completion of the preparatory work for **Part B**. There are no marks awarded for **Part A**.
- **Part A** should be taken over a maximum of 3 hours across a period of 2 weeks.
- **Part A** should be given to learners 2 weeks before taking **Part B** of the assessment, so that learners can start the preparatory period in advance of the supervised assessment period.
- **Part A** is specific to each series and this material must be issued only to learners who have been entered to take the task in that series.
- **Part B** materials for the set task will be issued before the start of the supervised assessment period according to the guidance in the specification.
- This booklet should not be returned to Pearson.

Turn over ►

S59187A

©2017 Pearson Education Ltd.

1/1/1/1/1



Pearson

Instructions to Teachers/Tutors

This paper must be read in conjunction with the unit information in the specification and the *BTEC Nationals Instructions for Conducting External Assessments (ICEA)* document. See the Pearson website for details.

Refer carefully to the instructions in this task booklet and the *Instructions for Conducting External Assessments (ICEA)* document to ensure that the assessment is supervised correctly.

This set task has a preparatory period. **Part A** sets out how learners should prepare for the completion of the **Part B** task under supervised conditions.

Part A should be issued to learners 2 weeks before taking **Part B** of the assessment.

Learners will be expected to conduct preparatory research and can take up to two sides of individually prepared hard copy A4 research notes into **Part B** of the set task.

Research is expected to be carried out over a maximum of 3 hours and access to the internet is expected. There are no marks awarded for **Part A**.

Centres must issue this booklet at the appropriate time and advise learners of the timetabled sessions during which they can prepare. It is expected that scheduled lessons or other timetable slots will be used for some or all of the preparation.

There is no requirement for supervision during this period.

Part B must be completed under supervision. Centres are free to arrange the supervised assessment period how they wish, provided the eight hours for producing final outcomes are under the level of supervision specified, and in accordance with the conduct procedures.

Teachers/tutors should note that:

- learners should not be given any direct guidance
- learners should not be given any support in writing or editing notes
- all work must be completed independently by the learner.
- Learners notes must be retained securely by the centre after **Part A** and returned to learners at the start of **Part B**.

Instructions for Learners

Read the set task brief carefully.

This is **Part A** of the set task and gives information you need to use to prepare for **Part B** of the set task.

You will need to do your own research over the next two weeks.

You can take a maximum of two sides of individually prepared hard copy A4 research notes into **Part B** of the set task.

You will complete **Part B** under supervised conditions, without access to the internet.

You must work independently and must not share your work with other learners.

Your teacher/tutor may give guidance on when you can complete the research.

Your teacher/tutor cannot give you feedback during the research.

Set Task Brief

Jaten Training & Recruitment Agency is based in Manchester and works with football clubs in the north of England. The clubs have teams playing in local junior and senior leagues.

The agency supplies qualified administrators, coaches and physiotherapists to the football clubs. It also provides courses in administration and football coaching for staff working at the clubs.

Jaten Training & Recruitment Agency currently employs 13 staff at its Head Office (HO) situated in Manchester on the 5th floor of a dedicated building that houses different types of business. There are additional training staff based at the local football training centre in Wythenshawe, where the company runs the training courses.

Jaten Training & Recruitment Agency is not a real agency but is meant to be representative of this type of agency in the training and recruitment sector that you might want to investigate as part of your research.

Part A Set Task

You are advised to spend a maximum of 3 hours doing your research.

You will research the **IT service delivery requirements** that are relevant to the training and recruitment sector. You should research similar organisations of this size and type in the training and recruitment sector and you should consider:

- hardware requirements
- software requirements
- data and information requirements
- relevant legislation.

Specifically for future developments, you may want to investigate the IT service delivery requirements of:

- e-Learning facilities
- online booking systems.

In **Part B** you will design and plan the IT service delivery solution for Jaten Recruitment & Training Agency in relation to the IT service delivery life cycle. You will be able to take two sides of individually prepared A4 research notes into **Part B** of the set task.